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23 MAR 1954

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT: Comments re Proposed Regulation [REDACTED] Leave

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1. The propriety or desirability of the second sentence in paragraph 1.a. is questioned. It is important, but as it stands now it conveys a positive policy which would be most detrimental. I believe the text should read:

"It may be applied in administering leave of native and foreign national contract employees at overseas installations if desirable. Modifications should be made, however, to reflect the requirements of local law and practices. Any such modifications which expand the leave benefits herein must receive prior approval by the Assistant Director for Personnel and by the Comptroller."

2. Should not paragraph 2. be expanded to provide leave authority [REDACTED] and, particularly, at foreign stations? This seems essential since the overall text covers both foreign and [REDACTED] leave policies and procedures.

3. Paragraph 5. seems to need reorganization. The caption **ELIGIBILITY** does not apply to the text until paragraph 5.a.(2). A **POLICY** caption and text should come first, followed by the **ELIGIBILITY** caption and text.

4. Paragraph 7.a. is questioned as to its correctness with respect to the treatment of Saturdays and Sundays. As worded, the 15-calendar-day leave could be interpreted to cover 19 consecutive calendar days.

5. Paragraph 7.c. is not quite correct. Actually, accumulative LWOP may exceed the equivalent of one or more full pay periods. It would appear to be more correct merely to indicate that for each 80 hours of accumulative LWOP the individual shall lose his sick and annual leave accrued for one pay period, i.e., 4 hours sick leave and the 4, 6, or 8 hours of annual leave respective to his rate of accrual.

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6. In view of its complex, technical nature and the prior coordination required by this Regulation, it is suggested that the Regulations Control Staff expedite its final editing (covering the above comments) with the Office of Personnel, and then attempt to determine whether or not any substantive changes have been made which might require recoordination. It is recommended that any further coordination be accomplished by direct liaison, and that it be limited to the substantive changes alone. When this is done (or if there are no substantive changes on the previously coordinated draft), the Regulation should be returned to the A-DD/A for authentication as quickly as possible.

/s/

Special Assistant to A-DD/A

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